

## **Proposed policies**

Commission members will be responsible for actively participating in Commission meetings, subcommittee meetings and Commission related events to help advance the mission and goals of the Commission. Failure to actively participate in three or more meetings/events will result in termination of membership.

Commission members will be required to respond to any communication regarding Commission related business within 3 business days of the initial correspondence and/or as indicated by a specified due date. This includes but not limited to request for feedback related to Commission related decisions, request for meeting materials, and the scheduling of any subcommittee or official commission meetings.

Commission mentors will be responsible for properly onboarding new commission members prior to the next meeting. This includes ensuring the new member has a copy of all pertinent documents including (Bylaws, Policies, New Member on Boarding Checklist and Strategic Plan)

Subcommittee chairs will be responsible for working with the Executive Director to create agenda's and reports for upcoming official Commission and subcommittee meetings.